

TABLE OF CONTENTS

1.0	Program Description -----	1
2.0	Safety Process Action Committee -----	2
2.1	Accident Review Procedures -----	6
2.2	Information Processing -----	8
3.0	Local Safety Awards Program -----	10
4.0	District Safety Awards Program -----	12
5.0	Public Affairs Interface -----	14
6.0	Safety Review Teams -----	16
7.0	Safety Banquet -----	18
8.0	Sample Forms	
	Accident Notification Form -----	21
	Local Award Submission Form -----	22
	District Award Submission Form -----	23
9.0	Sample Letters	
	Sample 1: Local Award Nomination -----	25
	Sample 2: Local Award Winner -----	26

SECTION 1.0

PROGRAM DESCRIPTION

The ideals of the SAFETY PLUS Program are to recognize the superior safety efforts being made in this District, and to continue to build upon the Partnering spirit to improve safety trends. Safety Plus in its purest definition means to honor or observe in some special way those Team Members who, through their accomplishments, provided freedom from dangers or hazards in the work place.

Although initially established for elements of Construction, the program revolves around raising the awareness of Safety at all levels and involvement of the entire District Team. This program develops a Safety Award System to recognize outstanding efforts and initiatives being made on our project and sites throughout the District.

The establishment of a Safety Process Action Committee (SPAC) is a key ingredient of the Safety Plus Program. This Safety Process Action Committee, consisting of representatives from all levels of the Construction, will be responsible for developing new initiatives, disseminating information of safety issues, and choosing winners of the District Safety Awards. They will be the corner stone of the Safety Plus Program for the District.

Awards will be given to deserving projects throughout the year at both the District and local levels to reward those with outstanding Safety accomplishments. There will be an end of the year Safety Banquet where Yearly Awards will be presented.

It is extremely important that the efforts being made to provide a safe working environment at the project and field site, and our responsible Team Members are being recognized. Public Affairs will be involved to provide the needed recognition for those Government and Contractor Team Members who are doing a great job in providing a safe work place.

This program also recommends the development of teams to conduct reviews between the various Construction Division offices. These teams will provide an avenue by which the various field offices can exchange information concerning project safety. These exchanges should help increase Safety awareness and provide a vehicle in which ideas can be passed throughout the District.

The Safety Plus Program is yours, and it will grow and prosper through new ideas submitted by you. The Safety Process Action Committee will be seeking ways to develop these new ideas and to incorporate them into the program. The program is ours to improve efforts in the Safety field, and to continue to recognize the outstanding efforts that are being made throughout Construction Division.

SECTION 2.0

SAFETY PROCESS ACTION COMMITTEE

1. PURPOSE

To define the guidelines for the establishment of a Safety Process Action Committee.

2. APPLICABILITY

This section is applicable to all Construction Division Team Members that are directly or indirectly involved in the management and oversight of the safety program for the Vicksburg District.

3. RESPONSIBILITIES

A. Chief, Construction Division, Vicksburg District will:

- (1) Establish Safety Process Action Committee.
- (2) Appoint Safety Process Action Committee Chairman.
- (3) Provide adequate funding for the Construction Division related activities for the committee as needed.

B. The Safety Manager, Vicksburg District will provide any necessary support or guidance to this Committee as required.

C. Area Engineers will provide support for the Committee by allowing Team Members to participate on the Committee.

D. Safety Process Action Committee will:

- (1) Review accident data and corrective actions.
- (2) Provide guidance to the Safety Review Teams.
- (3) Choose District Safety Award winners from the nominated projects and organizations.

- (4) Work closely with the Chief of Construction Division to appoint working groups and action committees for development of specific safety requirements.
- (5) Maintain minutes of meetings, action items, initiatives and status of above.
- (6) Publish a safety newsletter semiannually as well as a safety information bulletin for District Team members.
- (7) Provide continued momentum for SAFETY PLUS Program and a vision for future safety initiatives.

4. POLICY

The Safety Process Action Committee is established as the action committee, and is dedicated to keeping the momentum of the SAFETY PLUS Program going. Its purpose is to keep new initiatives working, to develop new ideas and programs, and to improve the Safety Program within the Vicksburg District.

5. PROCEDURES

A. Organization:

- (1) The make up of the Safety Process Action Committee will be as follows:
 - Quality Assurance Representative or Project Engineer from a field office (Construction Division).
 - Quality Assurance Representative from the Quality Assurance Team, Vicksburg District (Construction Division).
 - The Safety Manager (The Safety Manager will be the Champion for the Committee and will serve as a technical advisor only)
- (2) The Safety Process Action Committee will meet on a quarterly basis, the first week of the second month of each quarter. The Chairman will reserve the right to call additional meetings as required.
- (3) Each member of the Safety Process Action Committee will serve for a two-year period. Additional personnel will be added at the discretion of the Safety Process Action Committee. During the initial cycle, two members will be rotated after a one-year period. Members of the

Committee will then be rotated after the conclusion of their two-year periods.

- (4) The Chairman of the Safety Process Action Committee will initiate solicitation for appointment of new members.
- (5) Appointment of new members will be by the Chief Construction Division.
- (6) The Chairman of the Safety Process Action Committee will be appointed by the Chief, Construction Division from the membership of the Committee and will serve for a two-year period.

B. Award Selection:

- (1) The Safety Process Action Committee will determine selection of the SAFETY PLUS annual awards.
- (2) Members of the Safety Process Action Committee with nominated projects will not be allowed a vote in categories in which their own project may be nominated.
- (3) The Chairman and committee members will thoroughly review each nomination to ensure that each meets the minimum requirements. Decisions will be based upon the votes of the Safety Process Action Committee.
- (4) After selection of annual award winners, arrangements will be made with the Safety Office to ensure that plaques are procured and cash awards coordinated through Construction Division.

C. The Safety Process Action Committee will be responsible for evaluating accident data for significant trends and lessons learned. Lessons learned from evaluation of accident data and reports will be submitted through the District Lessons Learned System.

D. The Safety Process Action Committee will publish semi-annual information bulletin. This information will be the result of the information gathered during the six month time period. This information will be placed on the District Intranet and will be accessible to all Vicksburg District Team Members.

E. The Safety Process Action Committee will be responsible for distributing revisions and clarifications in safety requirements to the field.

- F. A mail stop address will be established for Safety Process Action Committee correspondence.
-
- 6. OBJECTIVES AND GOALS OF THE SAFETY PROCESS ACTION COMMITTEE
 - A. Develop long term Safety Training Plans for Construction Division.
 - B. Recommend to Chief Construction Division the formulation of special action groups to work on critical items.
 - C. Continue the innovation and momentum of the SAFETY PLUS Program. Make necessary changes to make program more interesting and challenging to everyone involved.
 - D. Focus on the ultimate goal of providing the safest possible workplace for our Team Members and our contractors.
 - E. Develop a program to reward the accomplishments of the Construction Division employees in the Vicksburg District in the area of safety.

SECTION 2.1

ACCIDENT REVIEW PROCEDURES

1. PURPOSE

To define the Safety Process Action Committee guidelines for reporting and reviewing accidents.

2. APPLICABILITY

This section is applicable to all Construction Division Team Members that are directly or indirectly involved in the management and oversight of the safety program for the Vicksburg District.

3. RESPONSIBILITIES

- A. Chief, Construction Division, Vicksburg District will be responsible for ensuring the procedures outlined within this SOP are properly supported within Construction Division.
- B. The Quality Assurance Team Leader, Construction Division will be responsible for reporting to the Chairman of the Safety Process Action Committee any accident or mishap that occurs within Construction Division, and forwarding the appropriate paperwork to the Safety Process Action Committee as needed.
- C. Area/Resident Engineers (Construction Division):
 - (1) Will be responsible for supporting the procedures outlined in this SOP.
 - (2) Will ensure accidents and mishaps occurring in their areas of responsibility are reported.
- D. Chairman, Safety Process Action Committee:
 - (1) Will be responsible for appointing members of Review Boards to investigate accidents and mishaps as each is received.
 - (2) Will consolidate and disseminate any lessons learned from the accident or mishap to Team Members.
- E. Safety Manager will be responsible for training the members of the Review Boards and ensure they are properly equipped to investigate the accident.

4. POLICY

Accidents and mishaps may provide valuable safety awareness indicators and trends. Quality Assurance support will be provided to insure that the Safety Process Action Committee obtains this information and the pertinent data transferred to all Team Members within Construction Division.

5. PROCEDURES

- A. The Area or Resident Engineer will fill out an Accident Notification Form when an accident or mishap occurs within Construction Division, and will forward this form to the Quality Assurance Team Leader within Construction Division.
- B. The Quality Assurance Team Leader will be responsible for notifying the Chairman of the Safety Process Action Committee for accidents and/or mishaps within Construction Division and for providing the Chairman of the Safety Process Action Committee with the pertinent data.
- C. The Chairman of the Safety Process Action Committee will appoint one of the Safety Process Action Committee members to investigate each accident or mishap in detail.
- D. Each Safety Process Action Committee member appointed to review an accident or mishap in detail will be responsible for providing feedback on the accident or mishap at the Committee meeting immediately following the accident or mishap. If in his review this committee member discovers a trend or information that requires more timely notification to Team Members, he will report this directly to the Chairman of the Safety Process Action Committee.
- E. The Chairman of the Safety Process Action Committee in coordination with the Safety Office will determine if immediate notification to the field is warranted. If so, the Chairman of the Safety Process Action Committee will ensure that a Safety message is developed and disseminated to the Field.
- F. All members of the Safety Process Action Committee will use special precautions to ensure that the privacy of the individuals involved in these accidents and mishaps is protected as required by the Privacy Act.

SECTION 2.2

INFORMATION PROCESSING

1. PURPOSE

To define guidelines for the processing of information by the Safety Process Action Committee.

2. APPLICABILITY

This section is applicable to all Construction Division Team Members that are directly or indirectly involved in the management and oversight of the safety program for the Vicksburg District.

3. RESPONSIBILITIES

A. Chief, Construction Division, Vicksburg District will be responsible for adequate support of the Safety Process Action Committee in processing information.

B. Safety Process Action Committee:

(1) Will be responsible for consolidation, dissemination, and publication of a Safety Information Bulletin for all District Team Members.

(2) Will solicit information from Project Offices and Field Offices for input to the Safety Information Bulletin.

(3) Will be responsible for the assembly and content of the Safety Information Bulletins.

4. POLICY

The policy of the Safety Process Action Committee will be to seek out and to publish safety information, which will enhance the level of safety awareness and/or provide useful knowledge of safety education to all Vicksburg District Team Members.

5. PROCEDURES

- A. The Safety Process Action Committee will solicit information for inclusion in the Safety Information Bulletin from all available sources, to include:

Safety Office
Project Offices
Field Offices
Construction Division
Safety Review Teams

- B. The Safety Process Action Committee will publish the Safety Information Bulletin as suitable information becomes available, but as a minimum, semi-annually.
- C. The Safety Process Action Committee Semi-annual Safety Information Bulletin will contain pertinent information from the quarterly meeting to include:
- (1) Award Announcements
 - (2) Accident or Mishap Reviews
 - (3) Training Information
 - (4) Safety Review Team Highlights
 - (5) Additional Safety Information
- D. The Safety Process Action Committee will then format this information and will coordinate with the Safety Office to have it produced.
- E. The Safety Office will have these bulletins placed on the District Intranet for access by all District Team Members.
- F. Lessons learned from review of the safety information will be placed into the District Lessons Learned system.

SECTION 3.0

LOCAL SAFETY AWARDS PROGRAM

1. PURPOSE

To recognize and reward Vicksburg District employees and contractors for their accomplishments in the area of Safety on construction projects at the field level. To create a team atmosphere by emphasizing the positive achievements of Corps of Engineers personnel and contractors on construction projects at the field level.

2. RESPONSIBILITIES

- A. The Inspector / Quality Assurance Representative will be responsible for insuring that the contractor being nominated meets the minimum criteria.
- B. The Inspector / Quality Assurance Representative will be responsible for submitting a contractor recommendation for the Local Award.
- C. The Area Engineer will be responsible for insuring the adequacy of the documentation required for submission of awards.
- D. The Area Engineer will be responsible for choosing the Local Award winner or winners from the nominated contractors.
- E. The Area Engineer will be responsible for recognizing and rewarding contractors and Corps of Engineers personnel.

3. PROCEDURES

A. Award Submission:

- (1) Inspector / Quality Assurance Representative may submit a nomination for consideration to the Area Engineer.
- (2) Documentation and eligibility requirements should be followed as shown on the Local Award Submission Form.

- (3) Winners will be chosen on a semiannual basis. The periods will run as follows:

First Period:	1 October - 31 March
Second Period:	1 April - 30 September
- (4) To be considered as a Local Award winner, submissions should be made prior to the end of the respective period.

B. Selection of Winners:

- (1) The Area Engineer will consolidate nominations and choose the Local Award winner in each category for each period. (The Area Engineer may elect to not make an award at his discretion). The Local Award semiannual winners are automatically the Area Office nominees for the District Award.
- (2) The Area Engineer will recognize all nominees for each period by official correspondence (see Sample Letter 1).
- (3) Area Engineer will reward the local semiannual winners in the following way:
 - (a) Inspector / Quality Assurance Rep that administered the contract and submitted the nomination will receive a \$250 On-the-Spot Cash Award, a certificate of achievement from the Safety Process Action Committee, and an invitation to the Safety Banquet.
 - (b) Contractor will receive a certificate of achievement from the Safety Process Action Committee and an invitation to the Safety Banquet.
 - (c) Local press and the District Office Public Affairs Office will be notified of the Local Award winners.
- (4) The Area Engineer will submit the Area Office nomination for the District Award for each period to the Safety Process Action Committee. Minimum documentation requirements are the Local Award Submission Form and the District Award Submission Form.
- (5) The Safety Process Action Committee must receive nomination packages for the District Award not later than 15 April for the First Period awards and 15 October for the Second Period awards.

SECTION 4.0

DISTRICT AWARDS PROGRAM

1. PURPOSE

To recognize and reward Vicksburg District employees and contractors for their accomplishments in the area of Safety Management on construction projects at the District level.

2. RESPONSIBILITIES

- A. The Area Engineer will be responsible for nominating projects to the Safety Process Action Committee for consideration as District Award Winners.
- B. The Safety Process Action Committee will be responsible for choosing the District Yearly Award Winners.

3. PROCEDURES

A. Submission of Nominations for District Safety Awards:

- (1) The Area Engineer will submit the winners of the Local Awards for consideration of the District Safety Awards.
- (2) Documentation requirements are shown on the attached District Award Submission form.
- (3) The Area Engineer may submit only one project per category per period. Categories are shown on the Local Award Submission Form.
- (4) Deadline for submission of packages to the Safety Process Action Committee is not later than 15 April for the First Period awards and 15 October for the Second Period awards.

B. Selection of District Yearly Awards:

- (1) The Safety Process Action Committee will choose the District Yearly Award Winners. This selection will be made from the Semiannual Local Award winners in each category.
- (2) The Safety Process Action Committee will recognize the Yearly District Award Winners in the following manner:

- (a) Inspector / Quality Assurance Rep that administered the contract and submitted the nomination will receive a \$500 On-the-Spot Cash Award.
- (b) The nominating Area Office will receive an award of \$25 per Team Member to be used for a safety celebration and a plaque will be presented to the Area Office at the Yearly Awards Banquet.
- (c) The winning contractor will receive a plaque and a Letter of Achievement (District Citation), which will be presented at the Yearly Awards Banquet.
- (d) Local press and the District Office Public Affairs Office will be notified of the Yearly Award Winners.

C. Selection of the District Safe Contractor of the Year Award.

- (1) One overall winner from the District Yearly winners will be selected as the District Safe Contractor of the Year.
- (2) The winner of the award will be the Districts' nominee for HQUSACE Safe Contractor of the Year.
- (3) The Safety Process Action Committee will recognize the winner for the District Safe Contractor of the Year in the following manner:
 - (a) Announcement and plaque presented at the Annual Awards Banquet.
 - (b) Project Office that administered the contract and submitted the nomination will receive a half-day time off award.

SECTION 5.0

PUBLIC AFFAIRS INTERFACE

1. PURPOSE

To detail the involvement and support required by Public Affairs in the Safety Awards process.

2. APPLICABILITY

This section applies to all Construction Division Area Engineers/Resident Engineers, members of the Safety Process Action Committee, and the Public Affairs Office in the Vicksburg District.

3. RESPONSIBILITIES

- A. The Area Engineer/ Resident Engineer, Construction Division will be responsible for notification to the Public Affairs Office concerning Construction Division local award winners.
- B. The Safety Process Action Committee will be responsible for notification to the Public Affairs Office concerning District Award winners.
- C. The Safety Process Action Committee will be responsible for coordination with the Public Affairs Office to achieve proper coverage of the yearly Safety Awards Banquet.

4. PROCEDURES

- A. Each Construction Division Area Engineer/Resident Engineer will notify the Public Affairs Office concerning Construction Division local Safety award winners. The Area Engineer/Resident Engineer will coordinate with the Public Affairs Office as to content and dispersion of press releases. The Team Concept should always be stressed, especially the relationship among contractor, customer, and Corps of Engineers Team Members.
- B. The Safety Process Action Committee will notify the Public Affairs Office concerning District Safety Award winners. The Safety Process Action Committee will coordinate with the appropriate Construction Division Area Engineer/Resident Engineer and the Public Affairs Office as to content and dispersion of press releases.

- C. The Safety Process Action Committee will insure PAO coverage of the yearly Safety Awards Banquet.
- D. The Public Affairs Office will provide press releases concerning the Safety Awards Program. Distribution to local newspapers, facility newspapers, and other media will be coordinated with the Construction Division Area Engineers/Resident Engineers and the Safety Process Action Committee.

SECTION 6.0
SAFETY REVIEW TEAMS

1. **PURPOSE**

To define the guidelines for the initiation of safety teams to conduct safety reviews of projects and operations.

2. **APPLICABILITY**

This section applies to all Area Engineers, Resident Engineers, Project Engineers, Construction Representatives and other Team Members who are directly involved in the management and oversight of a contractor or government Safety Program on a construction or field site in the Vicksburg District.

3. **RESPONSIBILITIES**

A. Construction Division Area/Resident Engineers:

- (1) Will be responsible for the coordination with other Construction Division Area Offices, Project offices, and field sites to determine appropriate times for Team interchange.
- (2) Will select Construction Division Team Members to perform project reviews at designated Construction Division Area Office, Project Office, or field site.
- (3) Will acclimate Safety Review Teams to their Area Office, Project office, or field site and arrange for access to project and/or field sites.
- (4) Will support costs for the exchange of these Teams.

B. Safety Review Teams:

- (1) Will be responsible for reviewing jobsite Safety conditions at the designated Resident/Area Engineer office project site.
- (2) Will provide verbal and/or written feedback to the Area Engineer/Resident Engineer on any findings.
- (3) Will provide a letter to the Safety Process Action Committee detailing trip made and highlighting outstanding projects and/or initiatives.

C. Safety Process Action Committee:

- (1) Will be responsible for monitoring the Safety Review Teams to ensure project and/or field site reviews are being conducted.
- (2) Will compile and disseminate information of value from all reviews to the field.
- (3) Will make any changes to the Safety Review Teams procedures as required.

4. PROCEDURES

- A. Designated offices will exchange representatives.
- B. Two to three representatives, depending upon the number of projects to be reviewed will be utilized. Different Team Members will be used to provide ideas and information exchange between offices.
- C. Dates of this exchange will be determined between the designated Area Engineers/Resident Engineers.
- D. Review Teams will spend appropriate time in reviewing project or field site Safety conditions, hazard analysis plans, and accident prevention plans. The results of these reviews will be outbriefed to the Area Engineer/Resident Engineer upon departure.
- E. Summary letters will be sent to the Safety Process Action Committee by the Safety Review Teams detailing the date; time; project or field site reviewed; representatives of the Area/Resident Office or field site present; and any noteworthy events regarding the trip.
- F. The Safety Process Action Committee will review all of the summary letters to ensure project reviews are being conducted. The Safety Process Action Committee will compile and disseminate information of value from these reviews to the field.

SECTION 7.0

SAFETY CONFERENCE AND AWARDS BANQUET

1. PURPOSE

To define the guidelines for the Safety Conference and Awards Banquet.

2. APPLICABILITY

This section applies to all Area Engineers, Resident Engineers, Project Engineers, Construction Representatives, and other Team Members who are directly involved in the management and oversight of a contractor or government Safety Program on a construction site in the Vicksburg District.

3. RESPONSIBILITIES:

A. Chief, Construction Division:

- (1) Provide any necessary support or guidance to the Safety Process Action Committee for the planning and preparation for the Safety Conference and Awards Banquet as required.
- (2) Provide adequate funding for the Construction Division portion of the Safety Process Action Committee's efforts in planning, preparation, and execution of the Safety Conference and Awards Banquet.

B. Area Engineers and Project Engineers will provide support for the Safety Banquet by allowing Team Members to participate in the planning and preparation for the Banquet.

C. Safety Process Action Committee will be responsible for planning, preparation, and execution of Safety Banquet.

4. PROCEDURES

A. The Safety Conference and Awards Banquet will be held annually.

B. Attendance will be by invitation only. Invitations will be extended to the individual and positions indicated herein, the District Commander; the Deputy District Commander; the Safety Manager; The Chief and Assistant Chief, Construction Division; and the Area Engineers. Invitations to others will be at the discretion of the Safety Process Action Committee.

- C. The Safety Banquet will be self-supporting with all cost covered by a Conference Registration Fee. The Safety Process Action Committee will determine and collect the Conference Registration Fee.

SECTION 8.0

SAMPLE FORMS

ACCIDENT NOTIFICATION FORM

OFFICE: _____

LOCATION OF INCIDENT _____

TYPE:

LOST TIME ACCIDENT _____ REPORTABLE ACCIDENT _____

PERSONNEL INVOLVED:

GOVERNMENT _____ CONTRACTOR _____

DATE AND TIME OF INCIDENT:

BRIEF DESCRIPTION OF EVENTS:

RECOMMENDED ACTIONS:

POINT OF CONTACT WITH REGARDS TO INFORMATION:

LOCAL AWARD SUBMISSION FORM

CONTRACTOR: _____

CONTRACT NO.: _____

CONTRACT TITLE: _____

ORIGINAL CONTRACT AMOUNT: _____

CATEGORY: SMALL (LESS THAN \$1.5 M) LARGE (GREATER THAN \$ 1.5 M)
(CIRCLE ONE:)

MINIMUM ELIGIBILITY REQUIREMENTS:

- Contractor has experienced no reportable accidents over the award period.
- All Safety items required by the contract and/or district regulations (as applicable) must be performed satisfactorily (Safety Plan, Activity Hazard Analysis, Tool Box Meetings, Safety documentation on file).
- Contract physically complete at the end of the award period.

OTHER ITEMS THAT MAY BE CONSIDERED IN THE NOMINATION INCLUDE:

- a. Contractor's actual frequency rate.
- b. Complexity and hazard's associated with the work.
- c. Innovation in safety program.
- d. Subcontractor involvement in the safety Program (if applicable).
- e. Innovation in training.
- f. Contractor's enforcement policy and its effect.
- g. Management involvement and participation.
- h. Employee involvement and participation.

SUBMISSION JUSTIFICATION:
(PROVIDE ON ATTACHED SHEETS)

NAME _____ DATE OF SUBMISSION _____

SIGNATURE _____

DISTRICT AWARD SUBMISSION FORM

CONTRACTOR: _____

CONTRACT NO.: _____

CONTRACT TITLE: _____

CATEGORY:

SMALL (LESS THAN \$1.5 M) LARGE (GREATER THAN \$1.5 M)
(CIRCLE ONE:)

SUBMISSION JUSTIFICATION:

Attach Local Award Submission Form

Inspector/QAR & Project Office:

Contractor

NAME _____ DATE OF SUBMISSION _____

SIGNATURE _____

SECTION 9.0

SAMPLE LETTERS

SAMPLE LETTER 1
(Local Award Nomination, Construction Contract- Construction Division)

CONSTRUCTION DIVISION
AREA OFFICE LETTER HEAD

Area/Resident Engineer

SUBJECT: Recognition of Achievement in Safety Management

Contractor
Contractor's Address
City, State Zip

Gentleman:

Reference is made to Contract DACAW_____, and specifically to your contract work performed during the period _____ through _____.

You have been nominated for consideration as a local winner for your safe performance of contract work. The Corps of Engineers recognizes that providing a safe workplace for craftsmen, contractor personnel, and Government personnel is a constant challenge that requires considerable attention and effort. Your efforts (expand upon this as required) in the area of Safety Management are greatly appreciated.

Once again, thank you, and keep up the good work!

Sincerely,

Signature Block
Area/Resident Engineer (Construction Division)

SAMPLE LETTER 2
(Local Award winners, Construction Contract- Construction Division)

CONSTRUCTION DIVISION
AREA OFFICE LETTER HEAD

Area/Resident Engineer

SUBJECT: Safety Award Winners

Local Press
The Press' Address
City, State Zip

Gentleman:

The Vicksburg District Corps of Engineers _____ Area Office officially recognized several/(one) of their contractor/s for achievements in the area of jobsite safety.

Recognized for their accomplishments were:

ABC Constriction Company, Anytown USA, for their safe work on the
_____ Project at _____.

The contractors were awarded a Certificate of Appreciation by the Area Engineer
_____. Pictures below are:
_____, Project Manager, ABC Construction Company,
_____, Corps of Engineers, Project Engineer, and
_____, Corps of Engineers, Area.

Sincerely,

Signature Block
Area/Resident Engineer